

occupied buildings. Assign Federal space and direct related activities as development, occupancy agreement preparation and related activities.

SCOPE OF WORK

A. PLACE OF PERFORMANCE

The place of performance is within the National Capital Region (NCR). The NCR is the geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudoun and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; all the cities and other units of government within the geographic areas of such District, Counties and City. In order to facilitate coordination and interaction between Government and contractor personnel, the contractor shall have a facility reasonably accessible within a commuting radius of NCR. Contractor personnel shall be able to support/attend meetings within the NCR within ninety (90) minutes of meetings notification. During the performance of the contract, the contractor personnel may be required to commute to various Government locations within the NCR.

C. ADMINISTRATIVE SERVICES AND ONSITE MANAGEMENT

This requirement includes (but is not necessarily limited to) the following work (Services):

Preparing and typing correspondence and reports; answering telephone calls; ordering office supplies and equipment; assisting in the development of management reports and briefings; scheduling and coordinating meetings; maintaining electronic and paper files; reproducing documents; scheduling travel and training for office personnel; greeting and receiving office visitors; maintaining administrative support budgets; maintaining business schedules for office personnel; maintaining classified documents; maintaining records of leave, travel, training and other organizational activities for office personnel; initiating calls for computer hardware and software assistance/maintenance; and other closely aligned duties and responsibilities as delineated in Office of Personnel Management position classifications. Specific titles and levels of effort are identified below:

Secretary I

Schedules appointments, gives information to callers, may take dictation, and otherwise relieves officials of clerical work and minor administrative business detail. Requires a high school diploma with 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent

judgment. Typically reports to a supervisor or manager.

Secretary II

Schedules appointments, gives information to callers, may take dictation, and otherwise relieves officials of clerical work and minor administrative business detail. Requires a high school diploma with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Secretary III

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative business detail. Requires a high school diploma with 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Administrative Assistant I

This is a requirement for administrative assistant services for a clearly defined area of specialty.

In addition to the Secretary III skill requirement (e.g., filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

The requirement includes one (1) year of college with courses in business administration, computer science, or industrial management, and three (3) years minimum progressive experience, or any equivalent combination of relevant education and experience. Incumbent must have good communication skills, both oral and written, and a working familiarity with remote terminal equipment.

Administrative Assistant II

This position provides non-routine administrative assignments of substantial variety and complexity. The incumbent serves as organizational authority in areas of administrative responsibility.

In addition to the Administrative Assistant I skill requirement, this position supports executive staff with office management responsibilities to include budgeting, personnel records and payroll. This position requires the application of experience and judgment to coordinate and assign duties and priorities to tasks and assignments. The Administrative Assistant II works independently on projects requiring research and preparation of briefing charts and other presentation materials.

This requirement includes two (2) years of college with courses in business administration, industrial management, or appropriate discipline, and four (4) years minimum progressive experience, or any equivalent combination of relevant education and experience. Additional relevant education may be substituted for progressive experience. Oral and written communication skills commensurate with the position are required along with comprehensive knowledge of company policies and procedures and work flow processes.

Project Manager (PM) – Onsite Management

The Contractor shall identify a Contractor project manager (PM) to participate onsite. The PM meets with the contract stakeholders, Service Office POCs included, at least once each calendar quarter. The PM shall have responsibility for the overall administration and coordination of the work activities on the contract. The PM shall be a key Contractor representative / key employee. The PM shall be the principal point of contact between the Contractor and the Government through the Contracting Officer Technical Representative (COTR) and Contracting Officer (CO).

The PM shall assume the general responsibility on behalf of the Contractor for assuring timely availability of personnel and the quality of the services the Contractor provides. The role of the PM is to plan, execute, and finalize projects according to the contract. S/He meets strict deadlines within budget. This includes the coordination of resources, the efforts of the team members and third party contractors or consultants in order to deliver projects according to contract. The Project Manager will also define the project's objectives and oversee quality control throughout the contract life cycle.

Substitution of Key Personnel.

- a. In the event that any of the key personnel named in the proposal are unable to perform because of death, illness, resignation from the Contractor's employ, or any